# VILLAGE BOARD

# Mission of Department

The mission of the Village Board is to establish laws that are consistent with the Village's Vision Statement and to set policies that effectuate the laws established in the Village Code. The Village Board is also primarily responsible for forming organizational priorities for the types and levels of service to be provided to the community.

# Strategic Objectives

- > Evaluate both short and long-term impact of proposed laws, policies, and services and based on this evaluation, make the best choice for community members in the present and the future.
- Enhance opportunities for communication with residents and businesses so that policy direction is communicated clearly and opportunities for feedback from the community are provided.

#### **General Information**

The Village of Barrington currently operates a form of municipal government that includes a Village President and a Board of Trustees. The residents of the Village elect a Village President and a six member Board of Trustees at large. The Board of Trustees normally meets twice a month. On average, a Committee of the Whole meeting is held every other month. Four standing committees (*each composed of 3 members of the Village Board*) have been established and include: Administrative Services; Planning, Zoning, and Economic Development (PZED); Public Safety; and Public Works. The Village Clerk is an elected position and is responsible for taking and transcribing minutes of all Village Board and Committee of the Whole meetings along with other municipal clerk duties.

The Village Board is responsible for ensuring that the Village as an organization has effective and responsive leadership to meet community and organizational requirements. The Board enacts and enforces Village ordinances and resolutions in accordance with the power granted to municipalities under the Illinois State Constitution and Statutes. The President is responsible for appointing members of Boards and Commissions subject to the advice and consent of the Board of Trustees. The Village Board is also responsible for communicating with and representing the interests of the current and future residents of the Village. The Village Board includes the following three divisions:

Administration

Community Relations

Legal Services

Each Division contributes to the implementation and accomplishment of Departmental goals by providing services in specific areas of responsibility. The activities and services of the various Divisions as well as the budgeted expenditures supporting those activities and services are discussed and illustrated in Divisional budget summaries at the end of this Departmental section.

# Accomplishments and Performance Statistics

In the 2003 - 2004 Biennial Budget Document, the Village Board established four objectives that it would strive to accomplish with the resources allocated to it during 2003 and 2004. These objectives and a discussion of the extent to which the Village Board accomplished them follows.

2003 – 2004 Objective

Extent of Accomplishment and Discussion

Take necessary actions to further economic redevelopment in the Tax Increment Financing District consistent with the Village's vision for the Village Center.

Cook Street Plaza, a major redevelopment project, began construction in the fall of 2004. The Board enhanced the existing low interest loan program by establishing façade and business assistance grant programs that have encouraged the transition of several properties to retail use in the downtown

#### 2003 – 2004 Objective

Complete on a timely basis the annual evaluation of the Village Manager.

Continue to improve communications with residents and businesses.

In conjunction with the annual analysis of funding for the Infrastructure program, make determination on long-term need for continuing current revenue sources.

# Extent of Accomplishment and Discussion

This goal is no longer applicable as the Village Manager position was eliminated by the Board in the fall of 2003 after the resignation of the former Village Manager.

The Board approved the complete redesign of the Village's web site which will significantly enhance communications with residents and businesses. The Board also continued its commitment to communications through the use of the Village Newsletter and the broadcasting of Village Board and Commission meetings on the local cable access channel.

The Board completed their annual review of the infrastructure program and based on the results of the review approved ordinances extending the Utility Taxes on gas and electric services, set to expire on December 31, 2004, through December 31, 2009. The Board also extended the Telecommunication Tax, also set to expire on December 31, 2004, through December 31, 2020. The revenues will continue to be used to support the Street Maintenance Program as well as enhancements to business areas within the Village.

Other accomplishments by the Village Board in 2003 and 2004 include:

- Approved rate structure for the intergovernmental agreement with Village of Inverness through April 30, 2009 and provided for an additional five year extension subject to reaching agreement of the fees for that additional five year period.
- Approved new impact fees for annexations and established impact fees for new residential construction
  on properties already located within the corporate limits of the Village; the portion of fees related to Fire
  Protection will directly benefit Village operations.
- In conjunction with the approval of various development projects, provided for additional contributions toward future public improvements including the extension of sidewalk on the west side of Hough Street from Carriage Trail to Waverly and a \$475,000 contribution towards improvements to the Hart Road and Route 14 intersection.
- Approved new Recycling and Refuse collection contract which included several service enhancements for residential customers and cost reductions for the majority of business customers.
- Successfully coordinated several community events (Scarecrow Festival, Holiday Gatherings, and Cruise Nights) directed at increasing activity within the Village's retail business areas.
- In light of the economy and its impact on operating revenues, took several significant actions relating to expenditure reductions and organizational changes such as the elimination of the Village Manager position and the devolving of the duties of that position to the Village Treasurer.

Village Board Services Service Statistics, 2000 through 2003												
	FY 2000	FY 2001	FY 2002	FY 2003								
Number of Board Meetings	22	22	23	25								
Number of Committee of the Whole Meetings	6	6	6	13								
Number of Standing Committee Meetings	48	48	48	48								
Number of Ordinances and Resolutions Passed	250	227	193	218								

# Objectives for 2005 and 2006

In pursuing its overall strategic goals, the Village Board has established the following objectives for 2005 and 2006:

- Enhance commuter, shopper and employer/employee parking opportunities in the Village Center.
- Actively pursue a long-term land lease on the Adco Property for the purpose of developing this property
  as a sit down restaurant which also offers an entertainment venue.
- Continue to pursue economic redevelopment opportunities within the Tax Increment Financing District which are consistent with the Village's vision for the Downtown Business District with priority being given to projects proposed within the core of the district (with the core being defined as an area which is less than two blocks from the intersection of Main and Hough).
- Continue to work on improving communications with residents and businesses.
- Continue to promote joint cooperative business revitalization, redevelopment and recruitment efforts and promotion of business areas through sponsorship of community events through the Barrington Economic Partnership.
- Continue commitment to the infrastructure program included additional projects such as the Route 14
  and Hart Road intersection improvement, enhancements to a "Lake Zurich Road" connection to Route
  14, the phased implementation of a facility expansion plan for Public Works and investigation of
  alternatives to address issues relating to sewer back-ups.
- Successfully complete contract negotiations with the Barrington Countryside Fire Protection District relative to shared fire and emergency medical services.
- Approve long-term solution relating to Emergency Dispatch Services.

# Departmental Staffing Analysis

The development of the 2005 and 2006 expenditure budgets assumed that the number of employees for the Village Board would remain stable in both years. Staffing levels include 8 elected officials and part of the time of one Administrative Assistant; personnel expenses for the elected officials are budgeted in the Administration Division and the expenses associated with the Administrative Assistant are budgeted in the Community Relations Division.

	Village B			2006	
Full-Time Equivaler	nt (FTE) Emplo	yees, Fiscal Y		2006	2005 2006
	2004	2005	2004-2005 Change	2005-2006 Change	
Elected Officials				<u>2006</u>	
Village President	1.00	1.00	0.00	1.00	0.00
Board of Trustee Members	6.00	6.00	0.00	6.00	0.00
Village Clerk	1.00	1.00	0.00	1.00	0.00
Total Elected Officials	8.00	8.00	0.00	8.00	0.00
FTE Employees					
Administrative Assistant	0.40	0.40	0.00	0.40	0.00
Total FTE Employees	0.40	0.40	0.00	0.40	0.00
	Employees by	Division			
Division					
Administration (Elected Officials)	8.00	8.00	0.00	8.00	0.00
Community Relations	0.40	0.40	0.00	0.40	0.00
Legal Services	0.00	0.00	0.00	0.00	0.00
Total	8.40	8.40	0.00	8.40	0.00

#### **Budget Analysis**

In 2005, the Village Board budget will decrease \$145,674 (21.42%), from an amended budget of \$679,941 in 2004 to an expenditure budget of \$534,267 in 2005. The decrease in 2005 is substantially attributable to a large decrease in budgeted expenditures for Contractual Services. The decrease in Contractual Services will occur because the amended 2004 Budget included legal expenditures for litigation costs which were far in excess of a typical year. The decrease in Contractual Services is complemented by smaller decreases in Commodities, Program Expenditures, and Interfund Charges. These decreases are offset to a limited extent by increases in Personnel Services and Professional Development.

Personnel Services expenditures in the 2005 Village Board Budget increase \$36,028 (81.16%), from \$44,389 in 2004 to \$80,417 in 2005. Salaries increase \$33,161 (81.53%), from \$40,673 in 2004 to \$73,834 in 2005 and Fringe Benefits increase \$2,866 (77.13%), from \$3,716 in 2004 to \$6,582 in 2005. The increase in Salaries stems from a unique circumstance in 2004; a contingency is typically budgeted each year in the Village Board Administration Division for salary adjustments. In a typical year, this contingency of \$25,000 is not utilized and remains budgeted in Salaries in the Administration Division. In 2004, the majority of the amount budgeted for this contingency was transferred to Contractual Services in the Legal Services Division to cover the higher than usual legal costs incurred during 2004. In the 2005 budget, this \$25,000 contingency has again been included in the amount budgeted for Salaries and therefore reflects a significant increase when compared to the 2004 budget. The increase in Salaries is also caused to a small extent by an adjustment in the salary range of the Administrative Assistant position and the earning of a merit increase based on performance by the employee in that position.

The increase in Fringe Benefits arises from increased salary costs and an increase in the amount the Village will contribute for employee retirement. The increase in salary costs impacts fringe benefits because Social Security, Medicare, and pension costs are paid by the Village on a percent of salary basis; as salary costs increase, so do the costs for these benefits. The second factor in the increase in Fringe Benefits is an increase in the percent the Village is obligated to contribute for future employee retirements. This increase is a result of the weak investment performance of the Illinois Municipal Retirement Fund (IMRF) in the last couple of years which impacts the amount that must be contributed by the Village to maintain an adequate funding level for future employee retirements.

	Sumi	nary of Bu	dge	Village l ted Expend	rd es and Fur	ıdin	g Sources		
Budgeted Expenditures		FY 2002 Actual	I	FY 2003 Actual	FY 2004 Budget		FY 2004 Projected	FY 2005 Budget	FY 2006 Budget
Personnel Services Salaries Fringe Benefits	\$	18,667 1,344	\$	40,265 3,031	\$ 40,673 3,716	\$	40,673 3,716	\$ 73,834 6,582	\$ 74,804 6,741
Total Personnel Services		20,011		43,296	44,389		44,389	80,417	81,546
Operating Expenditures Professional Development Contractual Services Commodities Program Expenditures		53,469 202,833 3,213 126,125		52,069 256,273 953 270,349	53,625 397,015 4,100 151,800		51,425 365,140 1,250 130,250	62,650 218,550 4,000 140,700	64,650 203,550 4,000 140,700
Total Operating Expenditures		385,640		579,644	606,540		548,065	425,900	412,900
Other Expenditures Interfund Charges		42,192		25,631	29,012		27,853	27,950	29,128
Total Other Expenditures		42,192		25,631	29,012		27,853	27,950	29,128
Total Expenditures	\$	447,843	\$	648,571	\$ 679,941	\$	620,307	\$ 534,267	\$ 523,574
% Change/Previous Year				44.82%				-21.42%	-2.00%
Funding Sources Property Taxes									
Fringe Benefits Interfund Charges Intergovernmental Miscellaneous General Revenues	\$	- - - 447,843	\$	2,296 82,035 8,895 126,896 428,449	\$ 2,673 80,207 9,500 500 587,061	\$	2,673 90,679 9,500 32,104 485,351	\$ 12,392 72,259 9,500 20,000 420,116	\$ 12,254 71,880 9,500 20,000 409,940
<b>Total Funding Sources</b>	\$	447,843	\$	648,571	\$ 679,941	\$	620,307	\$ 534,267	\$ 523,574

Operating Expenditures in 2005 are budgeted at \$425,900, a decrease of \$180,640 (29.78%) from the 2004 budget of \$606,540. The decrease in Operating Expenditures is attributable to decreases in Contractual Services (\$178,465 or 44.95%), Program Expenditures (\$11,100 or 7.31%), and Commodities (\$100 or 2.44%). The large decrease in Contractual Services stems from the high legal costs incurred by the Village in 2004 due to litigation. Budgeted expenditures for litigation in 2004 were \$200,000 (as compared to \$5,000 or \$10,000 in a typical year). These litigation costs are not expected to continue in 2005 and the expenditure budget reflects more typical levels of annual expenditures. The large reduction in the litigation budget is offset to a small extent by the need to budget for legal costs related to labor contract negotiations (the Village budgets for 50% of the General Fund allocation of legal costs associated with negotiations with the Teamsters in the Village Board Legal Services Division Budget).

The decrease in Program Expenditures also emanates from unique circumstances in 2004. The 2004 expenditure budget included expenses related to the development of the Barrington Memorial Park. These expenditures are not expected to continue in 2005 and this results in a significant decrease in the Program Expenditures Budget in 2005. In addition, the amount budgeted for donations to community non-profit organizations was reduced 14.55% due to the tight fiscal environment the Village is facing in 2005. These decreases are offset to some extent by increases in Business and Community Programs. These programs are designed to encourage additional tourism and shopping in the Village with a particular emphasis on the Village Center. Commodities decrease due to a reduction in the amount budgeted for office supplies and materials.

The declines in Contractual Services and Program Expenditures in 2005 are counteracted to some extent by an increase in Professional Development. This increase is largely caused by an estimated \$8,000 (20%) increase in the Village's annual contribution to the Barrington Area Council of Governments (BACOG). The cost of belonging to the Northern Illinois Planning Commission (NIPC) also increased, albeit by a smaller amount (\$950).

# **Significant Budget Highlights**

#### Changes from the 2004 Budget

- The 2005 Village Board Budget includes a significant decrease in legal costs based on anticipated significant decrease in expenditures for litigation in comparison to 2004.
- Donations to community not-for-profit organizations are budgeted at \$40,800 in 2005 (a reduction of \$6,950 or 14.55%). In 2006, these contributions will remain stable at \$40,800.

#### Significant Expenditures in 2005 and 2006

- Legal costs for 2005 in the General Fund have been budgeted at \$195,900 including \$15,000 for contract negotiations with the Teamster's Union. In 2006, the amount budgeted for legal services has been reduced to \$180,900.
- All costs associated with the Village Newsletter are budgeted at \$32,200 in both years.
- Senior Transportation costs are Budgeted at \$30,000 in both 2005 and 2006, remaining stable from the 2004 Budget.
- Business and Community Events, including Cruise Nights are budgeted at \$26,300 in 2005 and \$26,500 in 2006. These expenditures are expected to be offset by the receipt of contributions from the event sponsors.
- BACOG membership is budgeted at \$48,000 (increase of \$8,000 or 20%) in 2005. In 2006, BACOG membership is budgeted to increase \$2,000 to a total of \$50,000.

The decrease in Operating Expenditures is complemented by a decrease in Other Expenditures of \$1,062 (3.66%), from \$29,012 in 2004 to \$27,950 in 2005. This decrease is due to a decline in Interfund Charges which is attributable to small reductions in Information Systems Service and Equipment Replacement Charges.

In 2006, the Village Board budget will decrease an additional \$10,693 (2.02%) from \$534,267 to \$523,574 in 2006. This decrease is due to a reduction in Operating Expenditures resulting from a decline in legal costs related to labor contract negotiations. The decrease in Operating Expenditures is offset by increases in Personnel Services and Other Expenditures.

Personnel Services expenditures in 2006 increase \$1,129 (1.40%) from \$80,417 in 2005 to \$81,546 in 2006. This increase is attributable to a rise in salary costs of \$970 (1.31%) and a rise in Fringe Benefit costs of \$159 or 2.42%. The increase in Salaries is attributable to the estimated merit increases to be awarded to individual employees based on their performance. The increase in fringe benefits is a consequence of increased salary costs which impact fringe benefits by increasing Village costs for Social Security, Medicare, and pension contributions.

Operating Expenditures decrease in 2006 by \$13,000 (3.05%) due to a decrease in Contractual Services of \$15,000 (6.86%). This decrease is offset to some extent by an increase in Professional Development of

\$2,000 (3.19%). Commodities and Program Expenditures in 2006 remain stable. Contractual Services decline in 2006 due to a reduction in expenditures for legal services. The 2005 Budget includes expenditures for contract negotiations with the Teamster's Unions which should be completed by the end of 2005 (therefore no expenditures are budgeted for 2006). The decrease in Program Expenditures is the result of a reduction in the amount budgeted for donations to community non-profit organizations. The increase in Professional Development is attributable to an increase in the cost of membership in BACOG.

Other Expenditures in 2006 increase \$1,178 (4.21%) due to an increase in charges for Information Systems Services and Equipment Replacement.

# Expenditures by Division

As demonstrated in the following chart, the expenditures of the Village Board are nearly evenly divided in each year between the three Divisions.

Village Board Expenditures by Division Fiscal Year 2005 Fiscal Year 2006											
<u>Division</u> Administration Community Relations Legal Services	Budgeted <u>Expenditures</u> \$158,130 180,237 195,900	% of Total Expenditures 29.60% 33.74% 36.67%	Budgeted <u>Expenditures</u> \$160,463 182,211 180,900	% of Total Expenditures 30.65% 34.80% 34.55%							
Total Budget	\$534,267	100.00%	\$523,574	100.00%							

# Funding Sources for 2005 and 2006

The Summary of Budgeted Expenditures and Funding Sources (on Page 144) illustrates the sources of General Fund revenue that support the expenditures of the Village Board. The Village Board is mainly supported (78.63% in 2005 and 78.30% in 2006) by general revenues in the General Fund (these are comprised of all revenues sources not directly related to a particular purpose, the primary source of general revenues is Sales Tax). Other sources of support include Property Taxes for Fringe Benefits (FICA, IMRF), Interfund Charges, Intergovernmental Revenues, and Miscellaneous Revenues.

# VILLAGE BOARD - ADMINISTRATION

This Division includes the Corporate Authorities and the Village Clerk. The Corporate Authorities provide leadership and policy direction. They also enact and enforce ordinances and regulations. Administration also includes the Village Clerk who is responsible for taking and transcribing minutes of all meetings of the Corporate Authorities and maintaining Village records and providing those records to interested parties upon request.

# Major Service Activities

- > Act as official representatives of the Village at all Board of Trustee and Committee of the Whole meetings as well as all other official functions of the Village.
- Approve Village ordinances, including those amending the Village Code, as well as resolutions and motions; the primary purpose of these ordinances, resolutions, and motions is to set policy direction and approve contracts or major expenditures.
- > Set broad policy goals and objectives and evaluate the effectiveness of the Village Treasurer in implementing these goals and objectives.

	Administration - Summary of Budgeted Expenditures											
Budgeted Expenditures	FY 2002 <u>Actual</u>		FY 2003 Actual		FY 2004 Budget		FY 2004 Projected		FY 2005 Budget		_	Y 2006 Budget
Personnel Services Salaries Fringe Benefits	\$	15,300 1,171	\$	16,550 1,266	\$	16,500 1,262	\$	16,500 1,262	\$	47,750 2,703	\$	47,750 2,703
Total Personnel Services		16,471		17,816		17,762		17,762		50,453		50,453
Operating Expenditures Professional Development Contractual Services Commodities		53,469 17,722 3,213		52,069 28,359 953		53,625 28,515 4,100		51,425 25,140 1,250		62,650 22,650 4,000		64,650 22,650 4,000
Total Operating Expenditures		74,404		81,381		86,240		77,815		89,300		91,300
Other Expenditures Interfund Charges		34,868		16,658		22,488		21,631		18,377		18,710
Total Other Expenditures		34,868		16,658		22,488		21,631		18,377		18,710
<b>Total Expenditures</b>	\$	125,743	\$	115,855	\$	126,490	\$	117,208	\$	158,130	\$	160,463
% Change/Previous Year				-7.86%						25.01%		1.48%

# VILLAGE BOARD - COMMUNITY RELATIONS

This Division is responsible for projects and initiatives that enhance communications between the Village and its residents and businesses. Examples of these types of projects include the Village Newsletter and the broadcasting of Village Board meetings. The Community Relations Division also includes contributions made by the Village to community organizations that provide services consistent with the goals and objectives of the Village. Events to promote the Village's retail areas are also included under this Division.

# Major Service Activities

- > Develop, print, and mail the Village Newsletter on a timely basis.
- Successfully broadcast all Village Board meetings.
- > Continue to focus event sponsorship efforts on three or four events that promote the Village's retail areas. Creatively utilize the Village's limited resources in this area to work towards enhancing and expanding these three or four annual events which currently include Cruise Nights, the Scarecrow Festival, and Holiday Greetings and Tree Lighting. Continue financial and staff support for the annual 4<sup>th</sup> of July Parade and other community events including the 4<sup>th</sup> of July Celebration, the Annual Art Fair, the Farmer's Market, the Homecoming Parade, the Microbrewery Fest, and the Annual Sidewalk Sale Days.

C	Community Relations - Summary of Budgeted Expenditures											
Budgeted Expenditures	FY 2002 <u>Actual</u>		FY 2003 Actual		FY 2004 Budget		FY 2004 Projected		FY 2005 Budget		FY 2006 Budget	
Personnel Services Salaries Fringe Benefits	\$	3,367 173	\$	23,715 1,765	\$	24,173 2,454	\$	24,173 2,454	\$	26,084 3,880	\$	27,054 4,039
Total Personnel Services		3,540		25,480		26,627		26,627		29,964		31,093
Operating Expenditures Commodities Program Expenditures		8 126,125		270,349		151,800		130,250		140,700		140,700
Total Operating Expenditures		126,133		270,349		151,800		130,250		140,700		140,700
Other Expenditures Interfund Charges		7,324		8,973		6,524		6,222		9,573		10,418
Total Other Expenditures		7,324		8,973		6,524		6,222		9,573		10,418
<b>Total Expenditures</b>	\$	136,997	\$	304,802	\$	184,951	\$	163,099	\$	180,237	\$	182,211
% Change/Previous Year				122.49%						-2.55%		1.10%

# VILLAGE BOARD – LEGAL SERVICES

The Legal Services Division of the Village Board represents the majority of the legal service costs projected to be incurred. This Division is responsible for providing legal counsel and support to the Village relative to Board procedures as well as all operational legal matters. The Division includes the Corporation Counsel as well as other contractual legal services addressing issues related to human resources, contract negotiations, housing code violations, prosecutions, and ethics.

# Major Service Activities

- > Provide legal guidance to the President and Board; attend meetings and answer questions relative to Board procedures and issues relating to specific areas of representation.
- > Draft and review all contracts, legal opinions, intergovernmental agreements, and ordinances and resolutions relating to specific areas of representation.
- > Provide advice and consultation regarding legal issues to the Village Treasurer and to each of the operating Departments.

Legal Services - Summary of Budgeted Expenditures												
Budgeted Expenditures	FY 2002 <u>Actual</u>		FY 2003 Actual		FY 2004 Budget		FY 2004 Projected		FY 2005 Budget		FY 2006 Budget	
Operating Expenditures Contractual Services	\$	185,111	\$	227,914	\$	368,500	\$	340,000	\$	195,900	\$	180,900
Total Operating Expenditures		185,111		227,914		368,500		340,000		195,900		180,900
Total Expenditures	\$	185,111	\$	227,914	\$	368,500	\$	340,000	\$	195,900	\$	180,900
% Change/Previous Year				23.12%						-46.84%		-7.66%